



CDSS

California Department  
of  
Social Services



Child Care Advocate  
Program

## *Child Care Centers Self-Assessment Guide*

### *CHILDREN'S RECORDS REQUIREMENTS*



COMMUNITY CARE LICENSING DIVISION

"Promoting Healthy, Safe and  
Supportive Community Care"

## **SELF-ASSESSMENT GUIDE CHILD CARE CENTERS**

This self-assessment guide is for children's records and is designed to help you and others involved in the administration of the child care program perform periodic self-assessments of your center's operation. By using this, you can find problems and then correct them yourself. This guide lists some of the most common problem areas found by licensing staff when they make visits. Read each statement and check Met or Not Met for the answer that best describes your child care program.

This is not a complete list of licensing regulations. It includes many of them, but does not replace the regulations. When the licensing worker visits, they may look at more than what is in this guide. You should review the child care center regulations for all of the requirements.

### **CHILDREN'S RECORDS REQUIREMENTS**

	<u>NOT</u>
<u>MET</u>	<u>MET</u>

- |       |       |   |
|-------|-------|---|
| _____ | _____ | 1. Records are current and kept for each child. (101221)  |
| _____ | _____ | 2. Children's records are kept confidential. (101221)   |
| _____ | _____ | 3. Records are updated when needed. (101221)<br>-Kept for 3 years upon termination of services.   |
| _____ | _____ | 4. Medical assessment is on file. (101220)<br>-Special needs identified.<br>-Medication needs included.<br>-Ambulatory status included.             |
| _____ | _____ | 5. Immunizations are current. (101220.1)<br>-No child was admitted without proof of up-to-date immunizations.<br>-Against belief statement on file. |
| _____ | _____ | 6. Unusual behavior or signs of illness is reported to the parent/guardian and noted in the child's record. (101226.3)                              |